

**MINUTES OF A MEETING OF MANAGEMENT TEAM
HELD ON 29th SEPTEMBER, 2020**

PRESENT: D. Langton, D. Walker, N. Watson, J. Whittaker, H. Culshaw, J. McDonnell and J. Watson

ALSO PRESENT: V. Russell

(Apologies for absence were received from P. Mousdale.)

364. MINUTES

The Minutes of the Management Team meeting held on 15th September, 2020 were submitted.

AGREED

That the Minutes be approved.

All Management Team

364. TIMETABLE OF REPORTS FOR FUTURE MEETINGS

The timetable for future meetings was submitted for consideration in conjunction with the Policy and Resources Work Programme and amended.

AGREED

That items for future meetings be forwarded to Jane Watson.

All Management Team

365. POSITION STATEMENT – COVID-19

The Chief Executive gave an update on the current position regarding Covid-19.

The number of positive Covid cases was continuing to rise not only in Pendle but in the North East and West of the country. People's movement seemed to be contributing to this. There had also been an increase in Covid related hospital admissions.

The Business Continuity Plan was in the process of being updated to reflect the continuing impact of the pandemic on Council services. Management Team were also asked to look at refreshing any strategies which may be impacted on should service provision be affected by Covid 19.

There had also been more Covid related cases within the Council and Management Team were reminded to ensure that all office protocols continued to be followed.

The message to staff was to continue to work from home wherever possible for the foreseeable future and to minimise the number of people in offices.

It was felt that a number of measures had already been put in place to help reduce the spread of the virus. However, it was acknowledged that there was still the possibility of the Government introducing further restrictions if the number of positive cases continued to rise.

AGREED

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| (1) | That the ever changing position around Covid 19 be noted. | All Management Team |
| (2) | That a protocol for cleaning offices/buildings following a positive Covid result be prepared and submitted to a future meeting. | David Walker |

366. ANNUAL ABSENCE REVIEW

The Human Resources and Payroll Manager submitted a report which reviewed attendance data for 2019/20.

The target set for 2019/20 was 7 days lost per employee and at the year-end the figure was 8.44. It was acknowledged that as Pendle was now so small it only took a small amount of cases to increase the figures significantly in long term sickness.

Although there had been a spike in July there had been a reduction in short term days overall. It was felt this was a positive change. There was also a reduction in the number work related causes of stress/depression. The introduction of Mental Health First Aiders had proved valuable in this area. As had the physiotherapy service which was now available to all staff.

It was reported that over 37 requests had been received for the winter flue vaccination.

It was acknowledged that with the continuation of homeworking it was important that sickness absences were managed in line with the new Attendance Policy.

AGREED

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| (1) | That the report be noted and absence management be kept under constant review. | All Management Team |
| (2) | That the implementation of Jadu and the new Attendance Policy be supported. | All Management Team |

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| (3) | That the physiotherapy service continue to be offered to employees. | Jane McDonnell |
| (4) | That the flu vaccination trial be promoted. | All Management Team |
| (5) | That a mid-year report on sickness absence be submitted to Management Team in October. | Jane McDonnell/
Jane Watson |

367. APPRENTICESHIP LEVY

The Human Resources and Payroll Manager submitted a report on the Council's position with regards to the apprenticeship programme. The report also reviewed spend over the last 12 months.

From 1st August, 2019 to 31st August, 2020 the Council had invested in 15 apprenticeships, 3 apprenticeship post and 12 up skilled posts.

It was noted that the levy could be used to assist with succession planning to anticipate future training needs and recruitment.

The funding available was set out in the report along with the Council's contribution over the past 12 months.

AGREED

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| (1) | That the report be noted. | All Management Team |
| (2) | That Management Team continue to actively consider apprenticeships either as time limited apprentice contracts but also as part of career development for existing employees. | All Management Team |
| (3) | That apprenticeships be proactively considered in all recruitment opportunities. | All Management Team |

368. POLICY AND RESOURCES COMMITTEE

The agenda and reports for the Policy and Resources Committee scheduled for 28th October, 2020 were submitted for consideration.

Some slight amendments were made and the date of the meeting changed.

AGREED

That the next Policy and Resources Committee be held on 28th October, 2020 and the agenda and reports, as amended, be agreed. **All Management Team**